DAUCED GARTENSTEIN-ROSS TUNE 1999

PLEASE PRINT NEATLY	
JOB Street ADDRESS # or Description, PLEASE DISCRIBE COMPLETLEY	
Data entry (25), get flight prices, get prices for 1-800 number	
Draft letter to Yugoslav ambissador for Pele to go, answor 3 other 3 letters + mail then	-
Data entry (43), take care of bills, get volver stamps + plane ticket for Pete.	\dashv
Write May report, install force of David (1 hr.), propose packages (27), data entry (63)	
Pale and (12), prepare 1.1. P. H. Shipman 1 - 1 Parasi (2 hr), answer conti (2) per per letter 22	
	1
Data enlay (92), prepare 1.1. P.H. Shipment u/ David (2 hr), parson encil (9), per part letter = 2	十
[Photocopy per par letter, Prepare 1.1. P. H. Shipment (2 hr), my Base and (20)	\top
Prepare particles (102), help Pate of Ontabase revisions for refugees, type "employee remot"	
(ret the occay for presentation (2 /2 hr), data entry (38), prepare packages (26), marie m/ Ble (21)	
prepare + deliver khutbah, answer correspondence, data entry (31); mail packages	
Office work	
Compile phone list, type report on Pele's East Coast trip: data entry (30), are emoil	
Data entry (87), packages (13), call State Dept.	
Call A St. Office Supply. Data entry (168), write ans to Abdul-Quadiris proposel, work all the to Packaging (126)	read
Packaging (127), clear up for Jummuch prayers,	
prays,	
Packages (80), Send gaelages (UPS), order Rubber Stemps	_
Parchaging w/ Br. David (131), send packages from past diffice	+
Packaging of Br. Denil (31), data eving (78), send packages from post office	+
sere percents them port office	+
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IISI nan	First name Jana	15.34	1035°	INCIDIN STATES		Year 1999	PLEASE PRINT NEATLY
DAY OF MONTH	DAY OF WEEK e.g. FRIDAY	START TIME e.g. 8:05 AM	TOTAL BREAK e.g. 55 MINUTES	TOTAL WORK TIME e.g. 7HR 20	TOTAL DRAWS	MONEY POKET SPENT e.g.\$22	JOB Street ADDRESS # or Description, PLEASE DISCRIBE COMPLETLEY
	Ř	2:30 pm - StD		2 HR 30			Work outside w/ Re. Dovid
7.	رد ا						Cass
3.	٤	9:004m- 5:00pm		00 H P		٠	Lock into Net Comistaby fax days missal remplayed scend to Pa
4.	1	4:00 4m - 4:00 pm		० मह भेड			find MSA's on once t solvent employees, edit typed mutural of Pak cosed,
5.	Š	7-30gm- 7:30gm		12 HE			Baka entry, billing Althoramain, grant proposal for electrical sq
6.	Ė	11:004m-8:30 pm		व्याह ३०			about noisions, soud becoments to Soliman often
7.	Ĺ	/ / / / /	///				
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19.	\v'	8:30 Am Scopm		84R 30			Date entry, prepare + sent parkinges, recise electricity propusalog fax
20.	4	8.30 Am. 5:30 PM		gue			Billing Alberramain, prepare + sud packeyes, find for #13 of Oat"
21.	<u></u>	9:454m-6:308m		8 HR 45			Revise press relience, emeril proposed to Solimen, proposed mail Planke
22.	Sa.				-		
23.	, j						
24.	M	\$:00 Jm - \$:00 6x		BHC			Pregen and wait approx 50 prison partages, Billing Alberra
25.	ļ	Apper 9:00 am. 4:15 pm		7 HR 15			Monthly Reports (Finish Sun + Mar), Billing Alburnain
26.	S	B:00pm., 875pm		OHR 30.			in Althornous refuge an possell
27.	n.	9:00 Am - S100 Pm		ある			Rilling Alberranain, data entry (prepare packeyes
28.	<u> </u>	4:00 Am - 5=00 am		60 HR			Type lotter to lawyer & Soliman re: retigues, revise letters "
29.	Sa.						
30.	S.				·		
66				4			